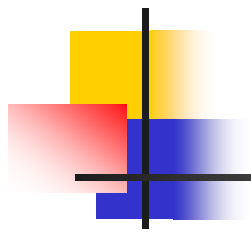


Unlocking the Secrets of the TCAP Writing Assessment



Charlotte Woehler
&
Londée Boyd
TCAP Writing Assessment



Test Dates

TCAP Writing

February 1, 2011 Writing Assessment

February 2, 2011 only Make-up Day

TCAP Writing Pilot

November 9, 2010 TCAP Writing Pilot

No Make-up Day

Only Selected Schools



Participation

Who is required to take the TCAP Writing Assessment?

- All fifth grade students
 - All eighth grade students
 - All eleventh grade students
 - All Home School students in fifth grade
- Home School students do not take the Writing Pilot



Participation

The following students do not participate in the Writing Assessment or the Pilot.

- Students in these grade levels that participate in the Portfolio Assessment
- ELL students who are enrolled for the first year in an American school



TCAP Constructed Response Assessment (CRA)

- All third and seventh graders statewide participate in the CRA Pilot Test
- Participation Exceptions: Home School Students, Portfolio Students, ELL students who are enrolled for the first calendar year in an American school



Constructed Response Test Dates (CRA)

Test Administration Window:

November 8, 9 and 10

- Students use the same test accommodations that they would use taking the TCAP Achievement Test
- Each section of the CRA Test has a forty-five minute time limit



TCAP Constructed Response Assessment (TCAP CRA)

Areas tested:

- **3rd Grade:**

- Reading / Language Arts (45 min.)
- Math (45 min.)

- **7th Grade:**

- Reading/Language Arts (45 min.)
- Math (45 min.)
- Science (45 min.)



Writing Pilot and Writing February Test Administration

TEST TIMES

- Students in the fifth grade will have 35 minutes to respond to a narrative prompt.
- Students in the eighth grade will have 35 minutes to respond to an expository prompt.
- Students in the eleventh grade will have 35 minutes to respond to a persuasive prompt.



TCAP WRITING ASSESSMENT

Successful Test Administration



Secure Test Administration

- Be sure to adhere to all test security procedures and guidelines prior, during, and after the 2011 test administration for all three tests.
- Tennessee Education Assessment Website:
http://www.state.tn.us/education/assessment/tools_resources.shtml



New Look for Writing Prompts

- Keep the Prompt Sheet face up throughout the entire test administration. This will help the students spell the words in the prompt correctly.
- All pre-writing activities can be completed on the back of the Student Direction Sheet.

Text Messaging should not be utilized
in any form on the TCAP Writing
Assessment.





For Pilot Test Administrations

Spiraling

- **Writing Pilot Prompts** – within each class
- **CRA Booklets** – within each class



TCAP WRITING ASSESSMENT

ANSWER DOCUMENT PREPARATION



Locating Pre-ID Student Information

- Student Demographic Information will be uploaded from the EIS Data Base to pre-ID student Answer Documents for your system. Every student will have a Unique Student Identification Number.
- In the left hand portion of the answer document, under the name grid, locate the pre-ID area.



Do Not Bubble Pre-ID Fields

- If an answer document has a pre-ID barcode, do not bubble any of the shaded pre-ID fields.
- On the day of the assessment, only use the pre-ID answer document for the student listed in the pre-ID field.



Pre – ID Fields Provided (Student Demographic Coding)

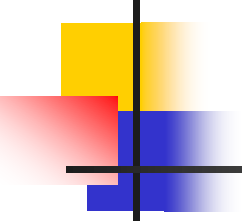
- The Pre-ID fields are:

1. Name
2. Unique student ID number
3. Birth date
4. Ethnic origin
5. Gender
6. Grade
7. System Name / System Number
8. School Name / School Number



Student Unique Identification Number

- The student's Unique Identification Number is obtained from the EIS System.
- If the number is less than nine digits, fill in the empty spaces using leading zeros.
- Non-Public schools should place the same number used in the social security field. Private entities do not have EIS generated ID numbers.



Specific Information to be Coded

- Fill out all school specific information.
- In the upper right hand corner, print the **teacher name**, **school system name** and the **school name** on the lines provided. Do not use abbreviations for the school name.
- Fill in the circles under the **system #**, **school #** and **non-public #**. Only private schools will have a non-public number.



Student Demographic Coding

- To the left of the state seal, fill in the circle that identifies the student's assigned grade level and their membership status.
- To the left of the state seal be sure to indicate if the student took the test on the regular assessment date or on the make-up date.



Student Demographic Coding

- In the Other Programs field, Test Administrators should complete this section only for students who receive the following services:

504 Service Plan

Gifted (Do not include in Special Education)

Migrant

Home School



Functionally Delayed

- In the Other Programs Box, there is a bubble to code students identified as *Functionally Delayed*.
- Functionally Delayed is not an IDEA recognized category.
- Do **not** use the box entitled Special Education to identify Functionally Delayed students.



Functionally Delayed Accommodations

- Fill in the circle in the box entitled Special Accommodations to indicate the special accommodation used on the test.



Student Demographic Coding

- In the Title I field, only schools receiving Title I funds complete this information.
- In the Code A/B field, all schools must fill in the corresponding information for all students in the school.
- Fill in the appropriate ESL Services information for qualifying students.



Student Demographic Coding

- Indicate Braille or Large Print for students using a modified format test.
- All students receiving Special Education Services must have the number of hours served indicated in the Special Education field.
- Test Administrators must indicate the type of accommodation used in the Special Accommodations Box.



Student Demographic Coding

Absent Students

- The absent circle must be marked only for students who are not present to take the test on the initial administration day or the following make-up day.
- If a student makes up the test, erase this circle completely.
- There is not a make-up day for the Writing Pilot or the CRA administration.



Student Demographic Coding

Student Refusals

- Student Refusals are not to be coded in the absent circle.
- An answer document must be turned in with the scoreable materials under a Group Information Sheet.
- Page one of the answer document must have complete student demographic information. Pages three and four of the answer document will be blank.
- Refusals are not to be placed with Inactive Materials.



"State Use Only" Box

- Code “ C 1 ” for high school students currently enrolled in a Career Technology Education course
- Code “ C 4 ” for students with a broken arm or hand
- Code “ B 1 ” for Homebound students



TCAP WRITING ASSESSMENT

SDDV Window

Pre-ID SDDV: November 1-12, 2010

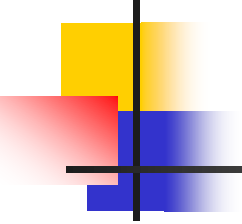
Post Test SDDV: March 11-24, 2011



TCAP Writing Pilot

ANSWER DOCUMENT

- No Pre-Id information
- Generic Sticky Labels – Answer Document
(System/School)
- Generic Sticky Labels- Group Information Sheet
(GIS) (System/School)
- Prompt Selection Box
- Fill out every applicable field in pencil
- No Absentee Boxes (Pilot Tests)
- No Make Up test (Pilot Tests)



TCAP Constructed Response Assessment (TCAP CRA)

ANSWER DOCUMENT

- No Pre-Id information
- Generic Sticky Labels- Group Information Sheet (GIS) (System/School)
- Test Form Selection Box
- Fill out every applicable field in pencil
- No Absentee Box (Pilot Test)
- No Make Up test (Pilot Test)



TCAP WRITING ASSESSMENT

Forms and Websites



RANDA Website

TCAP Writing Assessment
(Operational Only)

<https://tdoe.randasolutions.com>



RANDA Website

- Go to the RANDA website for:
 1. Ordering Test materials
 2. Complete student group lists to include with materials shipped back to Durham, N.C.
 3. Complete any of the following on-line that occur during testing for the Writing Assessment:
 - Report of Irregularity
 - Breach of Security
 - Medical Exemptions

Inactive Test Material (ITM) Forms



TCAP Writing and TCAP Prompt Pilot Tests

- All **I**nactive **T**est **M**aterial (**ITM**) forms and attached materials are returned in boxes with the other materials.

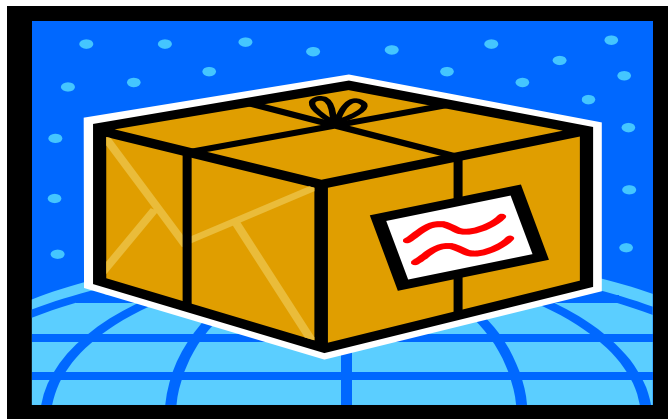
Return Writing Materials for **all** three tests:

Measurement Incorporated

423 Morris Street

Durham, North Carolina 27701

Attn: TCAP Writing Assessment Processing





Scoring Committee

- **November 1st**: Listserv to Testing Coordinators to submit teacher nominations
- **February 24th and 25th**: The 2011 Scoring Committee Meeting
- Please give us good recommendations!

NEW TEACHER OPPORTUNITY: CRA ITEM WRITING



- An Item Writing Committee Meeting will be held in Nashville on _____, 2011.
- Interested teachers should submit their information on-line at : _____
- Applying on-line does not guarantee selection for participation.

FOR QUESTIONS OR ASSISTANCE:



TCAP CRA Item Writing

- Email contact at Measurement, Inc. for questions:
La Rissa Daniels
Ldaniels@measinc.com
- This is a confidential web site. Teachers not selected for the October meeting will be considered for other Constructed Response Meetings.



?? Questions ??

Charlotte Woehler

Associate Director

TCAP Writing Assessment

(615) 253-4344

charlotte.woehler@tn.gov

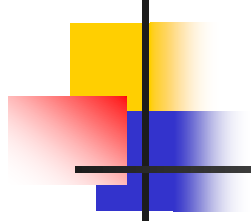
Londée Boyd

TCAP Writing Assessment

(615) 532-9754

Londée.boyd@tn.gov






On-Line Applications with Measurement Incorporated

TCAP Roster



Measurement Incorporated

Accepting FERPA

TCAP WA Roster

YourUserName signed on | [Sign-Out](#) | [My Programs](#)

[Help](#)

IMPORTANT NOTE :

This site provides secure access to individual student test data from the Tennessee Comprehensive Assessment Program (TCAP). Data available through the site are education records and are subject to the parental/student rights and privacy requirements established under the Family Educational Rights and Privacy Act ([FERPA](#)). Only authorized users may access this site.

Accept

Decline

- Accept FERPA before you can access confidential student information

NOTE: This screen appears each time you log in.

Create New Roster



TCAP WA Roster

YourUserName signed on | Sign-Out | My Programs

[Help](#)

Existing Roster

New Roster

New Roster

Click here to
create a new
roster

* Roster Name:

* System Name:

* School Name:

* Roster Grade:

Cancel

Save Roster

- Assign roster name
- Select system, school, and grade
 - Save new roster

Roster Management

Open / Delete / Edit

Click here to view existing rosters

MI TCAP WA Roster YourUserName signed on | Sign-Out | My Programs Help

Existing Roster New Roster

Existing Roster

Open	Roster Name	School Name	Grade	Last Modified	Delete	Edit
	Mr. Jefferson's 1st Period	0005: WEST CARROLL JUNIOR/SENIOR HIGH SCHOOL	11	7/26/2010 8:29:37 AM		

- Open roster to search for students to add
- Edit roster name, system, school, or grade
- Delete roster and all roster contents

Student Search



TCAP WA Roster

YourUserName signed on | Sign-Out | My Programs

[Help](#)

[Home](#)

Students Roster

Search

Student Search Results

Search

[Browse Students](#)

System Name:

WEST CARROLL SP DIST(00097)

Assessed Grade:

11

School Name:

WEST CARROLL JUNIOR/SENIOR HIGH SCHOOL(0005)

[State Search](#)

[Student Name](#)

Student Last Name:

Student First Name:

MM

DD

YYYY

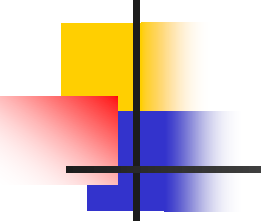
Clear

Submit

Search for students to add to roster:

- **Browse:** Browse through all students in system by school and assessed grade.
- **State Search:** Search for a student statewide using a minimum of two of the following student identifiers – student ID, and/or student first and last name, and/or date of birth.
- Submit search

Search Results



MI TCAP WA Roster YourUserName signed on | Sign-Out | My Programs

Help

Home Students Roster Search **Student Search Results**

Search results for student search

System: WEST CARROLL SP DIST(00097)
School: WEST CARROLL JUNIOR/SENIOR HIGH SCHOOL(0005)
Grade: 11
148 Students found
☐ Check All /Uncheck All

Add	Last Name	First Name	Student ID	School Name	Grade	Ethnicity	DOB	Proficiency	Assessed Year
<input checked="" type="checkbox"/>	ADAMS	BRANDON	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11	White	XX/XX/XXXX	OUTSTANDING (6)	2009-2010
<input checked="" type="checkbox"/>	ALLEN	DEANNA	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11	Black	XX/XX/XXXX	COMPETENT (4)	2009-2010
<input checked="" type="checkbox"/>	ARGO	KATIE	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11	White	XX/XX/XXXX	COMPETENT (4)	2009-2010
<input type="checkbox"/>	ARNOLD	SHELBY	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11	White	XX/XX/XXXX	LIMITED (3)	2009-2010
<input checked="" type="checkbox"/>	AYCOCK	GREGORY	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11	White	XX/XX/XXXX	COMPETENT (4)	2009-2010
<input type="checkbox"/>	BANKS	MARKEL	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11				
<input type="checkbox"/>	BANKS	ANDREA	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11				
<input checked="" type="checkbox"/>	BECK	KELSEY	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11				
<input type="checkbox"/>	BELEW	CORWIN	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11				
<input checked="" type="checkbox"/>	BELL	BETHANY	XXXXXXXXXX	WEST CARROLL JNR/SNR HS	11	Black	XX/XX/XXXX	COMPETENT (4)	2009-2010

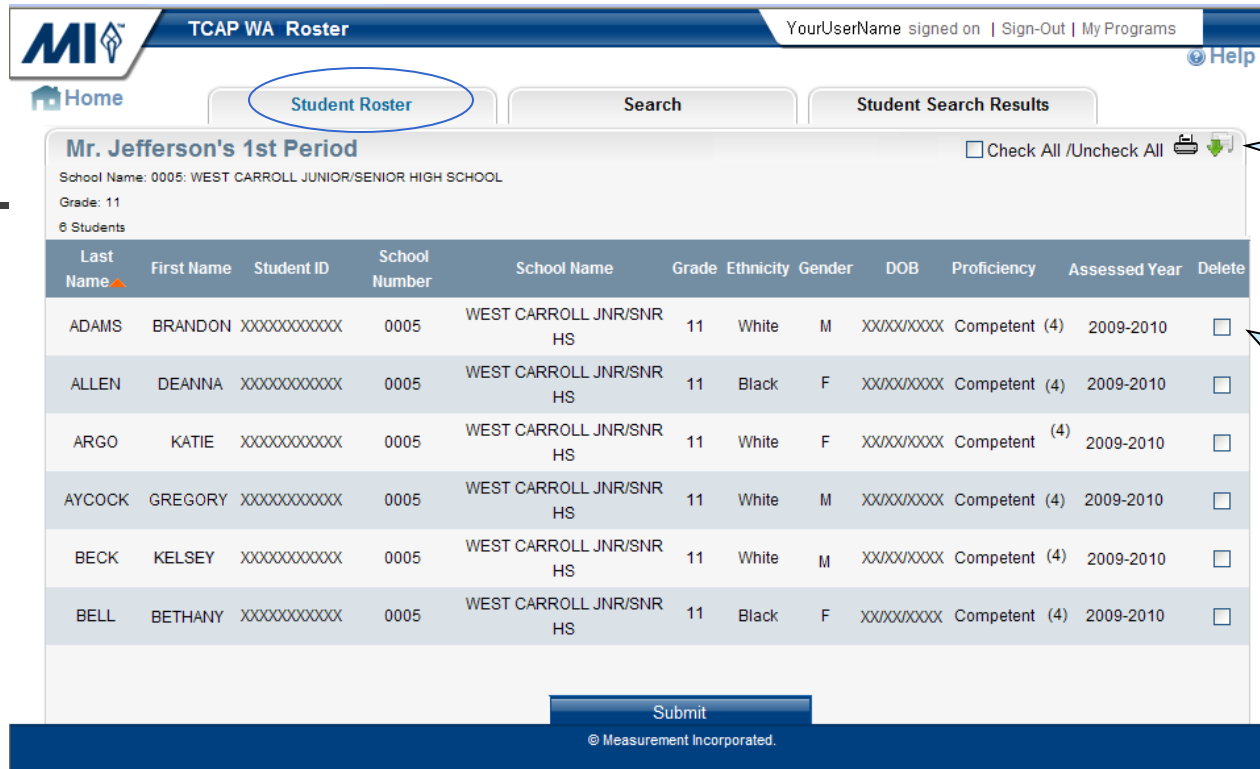
Submit

is located at the bottom of this page

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- Check box/es to add student/s to roster
- Check All / Uncheck All feature to select/remove all students at one time
- Re-sort search results by clicking column heading, once for ascending order (A–Z or 1–9) and again for descending order (Z to A or 9 to 1)
- Submit selected students

Student Roster



MI TCAP WA Roster YourUserName signed on | Sign-Out | My Programs Help

Home **Student Roster** Search Student Search Results

Mr. Jefferson's 1st Period ☐ Check All /Uncheck All 

School Name: 0005: WEST CARROLL JUNIOR/SENIOR HIGH SCHOOL
Grade: 11
6 Students

Last Name	First Name	Student ID	School Number	School Name	Grade	Ethnicity	Gender	DOB	Proficiency	Assessed Year	Delete
ADAMS	BRANDON	XXXXXXXXXX	0005	WEST CARROLL JNR/SNR HS	11	White	M	XX/XX/XXXX	Competent (4)	2009-2010	<input type="checkbox"/>
ALLEN	DEANNA	XXXXXXXXXX	0005	WEST CARROLL JNR/SNR HS	11	Black	F	XX/XX/XXXX	Competent (4)	2009-2010	<input type="checkbox"/>
ARGO	KATIE	XXXXXXXXXX	0005	WEST CARROLL JNR/SNR HS	11	White	F	XX/XX/XXXX	Competent (4)	2009-2010	<input type="checkbox"/>
AYCOCK	GREGORY	XXXXXXXXXX	0005	WEST CARROLL JNR/SNR HS	11	White	M	XX/XX/XXXX	Competent (4)	2009-2010	<input type="checkbox"/>
BECK	KELSEY	XXXXXXXXXX	0005	WEST CARROLL JNR/SNR HS	11	White	M	XX/XX/XXXX	Competent (4)	2009-2010	<input type="checkbox"/>
BELL	BETHANY	XXXXXXXXXX	0005	WEST CARROLL JNR/SNR HS	11	Black	F	XX/XX/XXXX	Competent (4)	2009-2010	<input type="checkbox"/>

Submit

© Measurement Incorporated.

Print and download buttons

Check this box to remove student from roster


- Re-sort roster by clicking column heading, once for ascending order (A – Z or 1 – 9) and again for descending order (Z to A or 9 to 1)
- Check delete box to remove student from roster
- Print and download feature available for roster

TCAP

Report Distribution

Measurement Incorporated

Accepting FERPA


**Report Distribution**YourUserName is signed on | [Sign-Out](#) | [My Programs](#)

[Help](#)

EMBARGOED INFORMATION: The results reported at this site are presently not available to the media or to the public. The public release will come from the Tennessee Department of Education. Your restricted access will allow you to use the information reported in your decision making within your system or school. You are responsible for maintaining the confidentiality of the information provided in the reports.

This is the FERPA Disclaimer. Please read the following, check "I Agree", and then click "Continue"

By checking "I Agree", you acknowledge that you are attempting to access information that is protected by Federal Privacy Law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). When accessing the system, you must access only that information needed to complete your assigned or authorized task. You may communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.


☐ I agree to the terms and conditions outlined above

[Continue](#)

- Check the "I agree" box and click continue
- You must agree to FERPA before you can access confidential student information

NOTE: This screen appears each time you log in

Search Reports - Advanced Find

**TCAP Writing Report Distribution**YourUserName is signed on | [Sign-Out](#) | [My Programs](#)[Help](#)

Advanced Find | Browse

System









School

School Year

Report Type

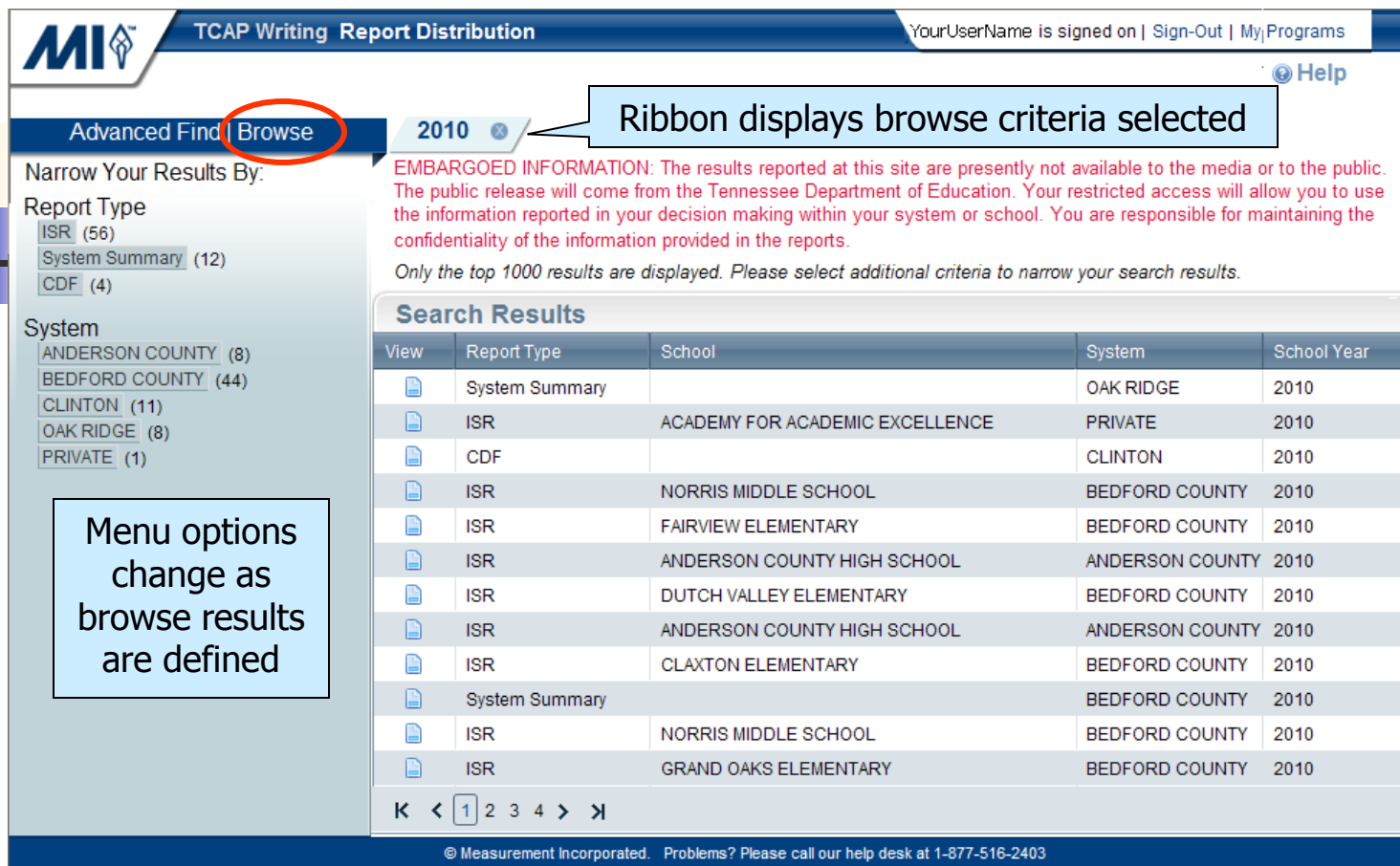
EMBARGOED INFORMATION: The results reported at this site are presently not available to the media or to the public. The public release will come from the Tennessee Department of Education. Your restricted access will allow you to use the information reported in your decision making within your system or school. You are responsible for maintaining the confidentiality of the information provided in the reports.

Search Results

View	Report Type	School	School Year	System
	ISR	ANDERSON COUNTY HIGH SCHOOL	2010	ANDERSON COUNTY
	ISR	ANDERSON COUNTY HIGH SCHOOL	2010	ANDERSON COUNTY
	System Summary		2010	ANDERSON COUNTY
	CDF		2010	ANDERSON COUNTY
	System Summary		2010	ANDERSON COUNTY
	ISR	ANDERSON COUNTY HIGH SCHOOL	2010	ANDERSON COUNTY
	System Summary		2010	ANDERSON COUNTY
	ISR	ANDERSON COUNTY HIGH SCHOOL	2010	ANDERSON COUNTY

- Default search screen that searches all reports for current year
- Narrow search by specifying system, school, year, or report type
- Broaden search by removing system, school, year, or report type
- Re-sort search results by clicking column heading, once for ascending order (A–Z or 1–9) and again for descending order (Z to A or 9 to 1)
- View PDF or CDF (text file) reports

Browse Reports



MI **TCAP Writing Report Distribution** YourUserName is signed on | Sign-Out | My Programs [Help](#)

Advanced Find **Browse** 2010

Narrow Your Results By:

Report Type
 ISR (56)
 System Summary (12)
 CDF (4)

System
 ANDERSON COUNTY (8)
 BEDFORD COUNTY (44)
 CLINTON (11)
 OAK RIDGE (8)
 PRIVATE (1)

Menu options change as browse results are defined

EMBARGOED INFORMATION: The results reported at this site are presently not available to the media or to the public. The public release will come from the Tennessee Department of Education. Your restricted access will allow you to use the information reported in your decision making within your system or school. You are responsible for maintaining the confidentiality of the information provided in the reports.

Only the top 1000 results are displayed. Please select additional criteria to narrow your search results.

Search Results

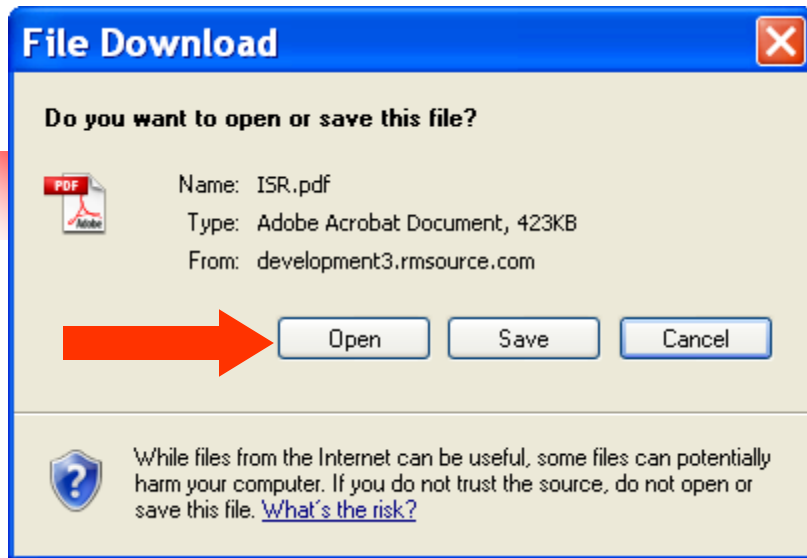
View	Report Type	School	System	School Year
	System Summary		OAK RIDGE	2010
	ISR	ACADEMY FOR ACADEMIC EXCELLENCE	PRIVATE	2010
	CDF		CLINTON	2010
	ISR	NORRIS MIDDLE SCHOOL	BEDFORD COUNTY	2010
	ISR	FAIRVIEW ELEMENTARY	BEDFORD COUNTY	2010
	ISR	ANDERSON COUNTY HIGH SCHOOL	ANDERSON COUNTY	2010
	ISR	DUTCH VALLEY ELEMENTARY	BEDFORD COUNTY	2010
	ISR	ANDERSON COUNTY HIGH SCHOOL	ANDERSON COUNTY	2010
	ISR	CLAXTON ELEMENTARY	BEDFORD COUNTY	2010
	System Summary		BEDFORD COUNTY	2010
	ISR	NORRIS MIDDLE SCHOOL	BEDFORD COUNTY	2010
	ISR	GRAND OAKS ELEMENTARY	BEDFORD COUNTY	2010

K < 1 2 3 4 > X

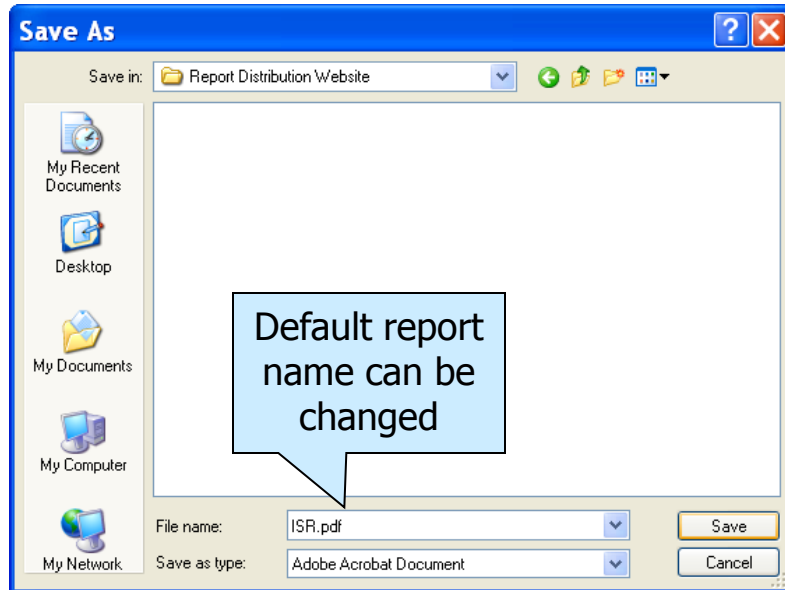
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- Browse all reports
- Narrow results by selecting system, year, or report type
- Broaden results by closing the system, year, or report type in the ribbon
- Re-sort results by clicking column heading, once for ascending order (A–Z or 1–9) and again for descending order (Z to A or 9 to 1)
- View PDF or CDF (text file) reports

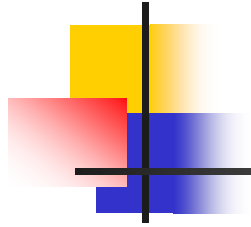
Download Reports



- Click open to view report immediately
- Click save to retrieve report later



- Saved reports - navigate to the save location on computer



Reporting



TCAP WRITING ASSESSMENT

Reporting

- **Writing Assessment On-Line** – available on the Measurement Inc. site (No CD's).
- **CRA Pilot** – No System Data Feedback
- **Writing Pilot** – No System Data Feedback



Website Questions ??

Measurement Help Desk
1-877-516-2403